

Agricultural Marketing Service  
Office of the Deputy Administrator, Marketing Programs  
Poultry Division  
Grading Branch  
Regional Office  
Agricultural Marketing Specialist (General), GS-1146-5

SJ PL16

## **I. INTRODUCTION**

The Grading Branch is responsible for carrying out (a) Poultry Division programs for voluntary grading services for poultry, eggs, and rabbits; and (b) shell egg surveillance within a designated state or combination of states.

The incumbent serves as an Agricultural Marketing Specialist trainee assigned to the Regional Office. The position may involve details or reassignment to a different geographical area as determined by management.

## **II. DUTIES AND RESPONSIBILITIES**

As a trainee, the incumbent receives instruction and training and work assignments from the supervisor or other specialists, to become familiar with the programs and functions of the Division with particular emphasis on poultry and shell egg grading or inspection activities which will provide experience in grading, compliance, and certification techniques and in the application of official standards.

Studies instructional material, the official standards, and related regulations which govern the grading, inspection, and certification of products.

Receives instructions at the work site on determining class, quality, or condition of product in accordance with appropriate regulations.

Assists higher graded specialists by performing portions of the work under their guidance. Such tasks include:

Examination of product to determine conformance with approved contract specifications such as grade, weight, packaging and packing, and quality for various types of contracts.

Preparing and maintaining worksheets and summary reports and records related to the work such as plant production data, grading results, certificates issued, and administrative information.

Assuring only approved chemicals, insecticides, and rodenticides are used.

Assuring the product is labeled with only approved labels.

Assuring inedible products are appropriately identified and controlled.

Under close guidance and review by a senior specialist and as the trainee becomes familiar with products and procedures, the trainee may monitor the plant and processing operations to assure that the plant remains in compliance with regulatory operating procedures and, in shell egg plants using voluntary grading services, sanitary maintenance of the facilities and equipment.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

### III. **JOB CONTROLS**

A. **Responsibility for the Work of Others:** None.

B. **Supervision and Guidance Received:**

The supervisor or senior employee provides the assignment giving detailed and specific instructions on the methods to be used in performing each phase of the work. The incumbent works in strict adherence to the instructions. Assistance is readily available while the work is being performed, and the employee consults with the supervisor or senior employee to clarify the original instructions, product conditions, or circumstances which are new or unusual to the employee.

The work is closely reviewed. Work is checked while in progress and upon completion for compliance with instructions, for adherence to prescribed methods and procedures, for technical proficiency, and for the accuracy of any determination.

Guides include official grade standards and regulations, the grader's instructional handbook, supplemental technical bulletins, and various written and oral guidelines concerning administrative procedures and relations with plant personnel. Assignments are performed within the limits of objectives set by the guides. The employee independently selects and applies the appropriate guides, that in most cases, are familiar. Deviations are referred to the supervisor for guidance.